

Eastern Health

POSITION DESCRIPTION

Position Title:	Associate Program Director Medical Imaging Angliss Hospital
Award Classification:	Chief Medical Imaging Technologist
Award / Agreement Name:	Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021 – 2026
Position Reports to:	Program Director Medical Imaging Eastern Health

EASTERN HEALTH – HEALTHIER TOGETHER

Eastern Health is one of Melbourne's largest metropolitan public health services. We provide a comprehensive range of high quality acute, sub-acute, palliative care, mental health, drug and alcohol, residential care, community health and statewide services to people and communities that are diverse in culture, age and socio- economic status, population and healthcare needs



1. POSITION PURPOSE

The Associate Program Director Medical Imaging will be responsible for the day-to-day and strategic management of the Medical Imaging Department. Reporting to the Program Director, Eastern Health Medical Imaging, they will be responsible for all aspects of the department's operations including service provision, staff and rostering, budget control, equipment maintenance / life cycle management, relevant project management and representing Angliss Imaging within Eastern Health. The Associate Program Director will also be a member of the Eastern Health Medical Imaging Senior Management Committee, a committee of senior managers from all Eastern Health Medical Imaging departments that provides leadership and strategic direction to the service. The Associate Program Director will act as the nominated radiation safety officer for the site.

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

Key Result Areas:

Administrative

- Responsible for the over arching management of a well-co-ordinated, integrated and efficiently functioning Imaging Department with special regard to staff organization, governance, training and culture. Achieve management and leadership requirements under the Eastern Health "Standard Work for Leaders" framework. The role may include deputising for the Program Director as requested.

Clinical

- To perform radiographic examinations and associated duties in accordance with standard radiographic practice, departmental policy and the Code of Ethics of the Medical Radiation Practice Board of Australia and Australian Society of Medical Imaging and Radiation Therapy.

Educational

- In consultation with the Tutor M.I.T., assist in guiding the clinical practice of undergraduate M.I.T's and staff to ensure that their activities are in accordance with standard radiographic practice, departmental policy and the Code of Ethics of the Australian Society of Medical Imaging and Radiation Therapy

Key Performance Criteria:

Administrative:

- Responsible for the management and provision of Diagnostic Imaging Services at the site characterised by the highest standards of quality, efficiency, safety and patient care. Achieve management and leadership requirements under the Eastern Health "Standard Work for Leaders" framework.
- In conjunction with the Program Director Medical Imaging and the Associate Director of Finance, maintain responsibility for the budgetary and financial performance of the department implementing financial measures to optimise this as necessary.
- Responsible for Grade 4,3,2,1 M.I.T staff, clerical staff and for the direction of activity of ancillary staff who report to the Associate Program Director.
- Make requests upon and work with other Imaging staff and student M.I.T's
- Liaise and work with staff of other units and departments within the hospital and across Eastern Health to optimise service delivery.
- Liaise with staff of other Radiology practices, equipment and supply companies, educational institutions etc.
- Ensure efficient utilisation of staff and equipment to meet patient workload.

- In conjunction with the Associate Director Quality, ensure site is accreditation ready at all times under the National Safety and Quality Health Service Standards and the Diagnostic Imaging Accreditation Scheme.
- Prepare and implement staff rosters (or delegate).
- Sign off staff rosters in the Eastern Health electronic payroll system at the end of each pay period.
- Arrange and ensure accurate records are maintained for the appropriate maintenance and repair of Imaging equipment as well as assist with the life cycle management of Imaging and ancillary equipment.
- Review and follow up all incidents entered in the Vhims incident management system and implement recommendations
- Ensure the effective management of staff including all Human Resource and Industrial Relation issues, such as Achieve conversations, mandatory training, recruitment and retention, occupational health and safety and effective change management. Ensure the availability of supplies necessary for the proper operation of the department.
- Liaise frequently with the Program Director to discuss the operation of the Imaging Department and be actively involved in the Eastern Health Medical Imaging Senior Management Committee.
- Liaise frequently with the NUM and Deputy Chief M.I.T and other Associate Program Directors in Imaging, Ultrasound and Nuclear Medicine to discuss the operation of the Imaging Department.
- Act as the Radiation Safety Officer for the site.
- Complete and maintain works under the Eastern Health “Standard Work for Leaders” framework.
- Participate in the 24/7 senior incident command roster and assist with crisis management or IT outages as directed both during and after hours.
- Continually look for new and innovative ways to improve quality and service provision for patients and consumers.
- Manage and coordinate relevant change activities
- Manage and develop key clinical or non clinical portfolios as directed by the Program Director Imaging. Currently this includes a clinical portfolio and the Centralised Booking area of Eastern Health Imaging.
- Travel between Eastern Health sites is required.

Clinical:

- Undertake radiological imaging examinations as may be required.
- Perform such radiographic examinations as requested in writing by a qualified medical officer. Perform such examinations in accordance with standard radiographic practice, departmental policy and the Code of Ethics of the Medical Radiation Practice Board of Australia and Australian Society of Medical Imaging and Radiation Therapy.
- Consistent with examination requirements, afford radiation protection to patients by all appropriate means.
- Complete all such administrative duties as are normally associated with the medical imaging of patients in the Imaging Department, including processing of request forms, patient scheduling, recording of examinations, handling enquires re such procedures and preparing imaging for reporting.
- Understand and comply with the Hospital’s safety policies.

Educational:

- Assist in the clinical training of undergraduate M.I.T’s or staff
- Continually upgrade knowledge for personal and professional development. Keep up to date with modern trends, techniques and practices in the field of Radiological imaging and management.
- Attend relevant educational lectures and conferences.

- Maintain current knowledge in new and evolving technologies and lead or devise developmental opportunities for staff
- Maintain Continuous Professional Development as required by AHPRA

Physical Skills:

- Physical ability to operate all equipment necessary for the satisfactory completion of the full range of radiological examinations performed in the hospital, and the duties of the Associate Director as described in this position description.
- The Associate Program Director may be required to engage in any or all, but not limited to, the duties listed in the above position description. The Associate Program Director may be required to assist with such other duties from time-to-time in the operation of the Imaging Department or as determined by the Program Director Medical Imaging.

3. SAFE PRACTICE AND ENVIRONMENT

Occupational Health and Safety

- Eastern Health is committed to provide and maintain a working environment for all staff that is safe and without risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines. This includes the reporting and follow up of all clinical and OHS incidents and near misses, particularly those related to Occupational Violence, Manual Handling and Slips, trips and falls. Staff are required to comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensations (WIRC) Act 2013.

4. TRAINING AND DEVELOPMENT

Relevant, practical and timely education should direct, facilitate, enhance and support the professional growth and practice of employees in a health environment characterised by change. All programs should endeavour to promote evidence-based practice, a problem-solving approach and to be competency based. You are expected to participate in the personal development process on an annual basis.

5. QUALITY

As a staff member of Eastern Health staff are required to comply with Eastern Health performance standards and participate in continuous monitoring and improvement as part of your role. You are also required to comply with legislation, professional standards and accreditation standards.

As a staff member employed by Eastern Health services you must have and maintain the appropriate skills and knowledge required to fulfil your role and responsibilities within the organisation. In addition, you must ensure that you practice within the specifications of this position description, and where applicable within the agreed scope of practice.

You are responsible for ensuring safe high-quality care in your work. This will include complying with best practice standards, identifying and reporting any variance to expected standards and minimising the risk of adverse outcomes and patient harm. In addition, you will ensure that service and care is consistent with the EH approach to patient and family centred care.

6. CONFIDENTIALITY

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act 2000 and the Health Records Act 2001.

7. EQUAL EMPLOYMENT OPPORTUNITY

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The Health Service will not tolerate discriminatory behaviour, and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

8. PERFORMANCE DEVELOPMENT

A Performance Review (Achieve conversation), that includes agreed targets, will occur three (3) months from commencement and then annually on the basis of the duties and responsibilities outlined in this position description. This is an opportunity to review personal and the allocated work unit's service performance, facilitated by the setting of objectives/goals and ongoing evaluation of performance and achievement. Objectives will be developed annually, documented, discussed and agreed with the immediate line manager, who will act as the assessor. The incumbent is expected to demonstrate and show evidence annually of on-going self and allocated work unit's service development.

9. EASTERN HEALTH'S PROMISE

Our promise to our communities, patients, consumers and staff is that we will be **HEALTHIER TOGETHER**. Bolder than a vision for the future, our promise calls us to action. We know that working together is the only way we can achieve what is necessary for a healthier future.

Our values are ones in action and are the behaviours that matter most.

- Respect for all
- Safe always
- Partnering in care
- Learning and improving everyday

Learning from the challenges of the past and looking to the future, we understand that we are building towards a more engaged, more reliable, always safe health service in partnership with our people to improve every day.

10. ATTACHMENTS

- Attachment 1 Key Selection Criteria

11. NOTE

Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.

Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.

Vaccination against infectious disease is a mandatory requirement of this role. An offer of employment is conditional on you providing evidence that you are currently vaccinated against COVID-19, prior to commencing employment.

Signed: _____

Date: ____/____/____

Manager

INCUMBENT STATEMENT

I _____ (Incumbent Name) have read, understood and accepted the above Position Description and associated Attachments.

Signed: _____

Date: ____/____/____

ATTACHMENT 1

KEY SELECTION CRITERIA

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Essential:

- Qualifications that would ensure eligibility for registration with AHPRA as a Medical Imaging Technologist.
- Current AHPRA registration.
- Current Radiation Use Licence as Issued by the Victorian Department of Health.
- Drivers licence
- Exhibits strong digital literacy and technology acumen, with a proven ability to rapidly adapt to, implement and maximise the use of information systems and technology solutions.
- Demonstrates expert knowledge of clinical imaging practices and imaging with the ability to apply this knowledge to support strategic, operational, and service improvement outcomes.

Desirable:

- Completion or working toward completion of appropriate post graduate qualifications management/administration.
- A high degree of familiarity with public hospital IT platforms including procurement, incident management and payroll systems

Experience:

- Significant previous experience in an administrative capacity in the field of medical imaging and/or employment experience as a Senior Grade MIT (Grade 4 or higher). Previous experience at a Chief or Deputy Chief level will be highly regarded.

Attributes:

- Must be able to demonstrate experience in supervising and leading professional staff.
- Must be able to demonstrate a positive manner when undertaking leadership roles.
- Must be able to demonstrate a wide understanding of issues effecting major public hospital departments and their stakeholders.
- Must be able to demonstrate good communication skills with colleagues and consumers
- Personal and professional standards must be demonstrably high.
- Demonstrates commitment to the overall efficiency and functioning of their workplace.
- Demonstrates a desire to continue to learn and to teach others.
- Must possess good self-evaluative skills.
- Must be innovative and interested in new ideas.
- Must show commitment to patient care.
- Must lead with knowledge and by example.
- Must be prepared to embrace change and willing to participate and lead complex change processes.

Aboriginal & Torres Strait Islander Candidates

Eastern Health's Aboriginal Workforce Plan 2023 – 2026 was released in February 2023. With a strong focus on cultural safety and belonging, actions included in the Workforce Plan provide practical supports for all Aboriginal and/or Torres Strait Islander staff.

An Aboriginal Employment Coordinator is available to ensure each person has culturally safe and positive employee experiences which foster belonging and access to diverse experiences and career pathways. Should you require further information regarding this position or support to complete an application, please contact the

Recruitment Manager for this position or Eastern Health's Aboriginal Employment Coordinator at Aboriginal.Workforce@easternhealth.org.au